

FROM THE I. B. S.

Number 6
October 1, 1945

Here is the report on the last meeting of the IBS Constitutional Committee, and the proposed new Constitution itself:

The Constitutional Committee met again in New York on September first and second.

Members of the committee present were Tom Wertenbaker, Chairman, (Princeton), Dan Weinig (Yale), Ruth Jacoby (Wellesley), Harriet Linton (IBS Alumni), and Linc Diamant (Executive Board).

Other participants, by invitation, were George Abraham, Dave Borst, Dave Linton, Sunny Brown, Gladdon Houck, and Lou Bloch.

Your committee revised one section of its earlier proposals. On the recommendation of Yale, it moved to separate the Directors of the Corporation from the Executive Board. The Directors then would consist of three executive and nine non-paid people.

Under the new plan the Directors would derive their very limited authority from the colleges. They would act (1) as the legal Corporation Directors, and (2) as "trustees" and advisors. They would sign documents, hold money, plan long-range policy, "watch over" the Executive Board, and audit its books. Four of them would become the legal corporate officers. The Directors, of course, would be elected by the Governing Council and could do nothing without its consent. That must be written into the Charter of Incorporation.

Your committee has spent much of its time drawing up supplementary documents which it will propose, together with the Constitution, at the next Board of Governors meeting. Our discussions have embraced nearly every phase of possible future operation. You will receive, from time to time this month, copies of these proposals. Do not wait for the meeting to give us your opinion and that of your staff. Write or wire me immediately, in care of the New York Office with questions, criticism, or suggestions.

This applies particularly to the constitution itself, copies of which are enclosed. Have your key staff men read it carefully.

We are at present completing drafts of the Codes which we will propose become binding upon IBS college stations. We regard these Codes as vital to the future and good name of college radio. Unless these Codes are self-imposed, the Federal Communications Commission may take action quickly to shut down all wired-wireless. At any rate, we must compare favorably in program, business, and technical standards with the rest of the industry if we are to earn the support of advertisers, educators, and the public.

For these reasons, I will consider it a personal favor if you criticize the Codes, copies of which you will soon receive, as fully as possible; stating (1) whether or not you are in favor of the provisions, and (2) how soon your station could adopt each.

PLEASE POST

No more meetings of your committee are scheduled, but we are in active contact through the mails. Don't forget--- we want and need your ideas and your support.

TOM WERTENBAKER
Chairman, Constitutional Committee

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Enclosed are three copies of the proposed Constitution. I am attaching three additional promotional pieces which you might find interesting. They show station promotion on both station and advertiser level. All are excellent jobs.

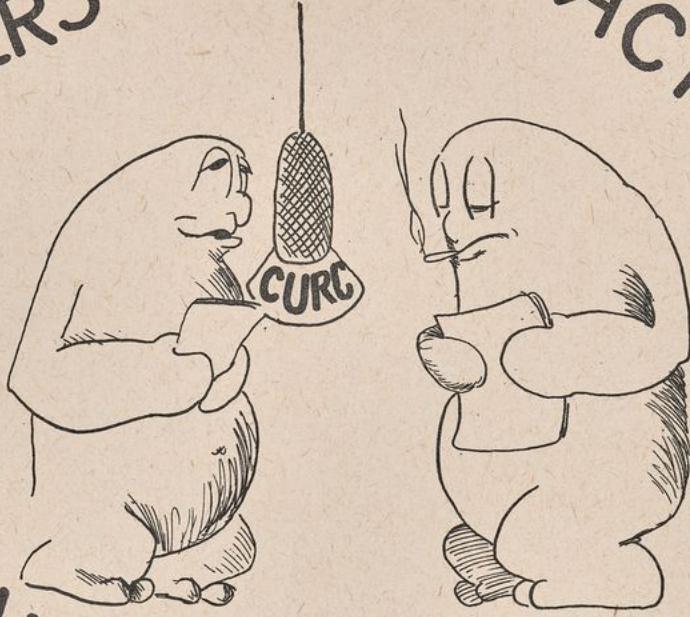
Sincerely,

Lincoln Diamant
Business Mgr.

ANNOUNCERS

TECHNICIANS

ACTORS!

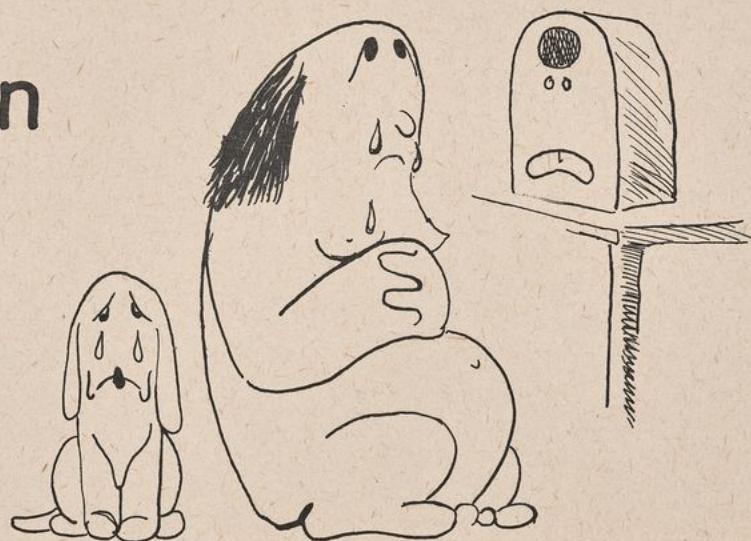


JOIN CURC

Your Campus Radio Station

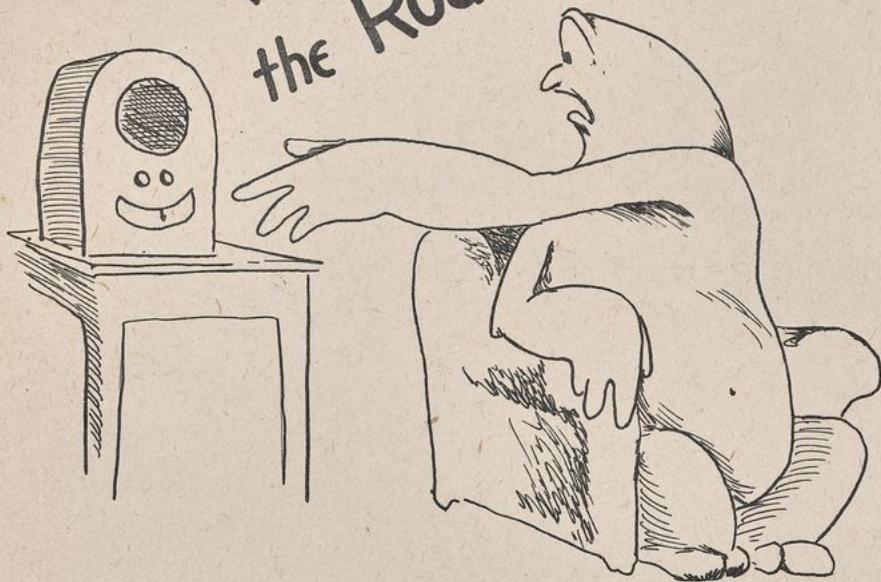
Hamilton

Annex



JOIN
CURC

The Voice of
the Roaring Lion



610 K_{c.}

on
Your
Dial

...A SAMPLE OF HOW GRUEN BUILDS FUTURE TRAFFIC TO YOUR STORE



TANTALIZING! ROLLICKING!

CATCHIEST 22-SECOND SHOW IN RADIO!

THAT'S what letters from the colleges say. These future watch buyers are really excited about that little giant of a Gruen musical time jingle. It started March 5 on the Intercollegiate Broadcasting System, a hook-up of 16 colleges listed on the right. The letters say..."Very sharp!" "Orchids to the Gruen Watch Company!" "Terrific!"

Incidentally, this catchy, zany Gruen time jingle is a natural to open your own live commercial. Records giving full sets of time signals on the hour and half-hour in 13- and 22-second lengths are yours for the asking, free of charge. Just write to our Retail Promotion Department.

Awarded to War
Instrument Division



Sell Gruen Watches . . . but
sell War Bonds first

ALABAMA
BROWN
BRYN MAWR
BUCKNELL
COLUMBIA
CORNELL
HARVARD
HAVERFORD

PRINCETON
RADCLIFFE
STEVENS
UNION
WELLESLEY
WESLEYAN
WILLIAMS
YALE

*Above is a list of leading colleges served by the
Intercollegiate Broadcasting System.*

*The Gruen Time Jingle is also broadcast over
leading stations from coast to coast.*

GRUEN
THE PRECISION WATCH

THE GRUEN WATCH COMPANY, TIME HILL, CINCINNATI, OHIO

Copyright 1945, The Gruen Watch Company

10/1/45

Old PROPOSED NEW CONSTITUTION by T.B.S.

Article I--NAME

The name of this organization shall be the Intercollegiate Broadcasting System, Incorporated.

Article II--PURPOSE

The Intercollegiate Broadcasting System, Incorporated, shall be a non-profit corporation of college broadcasting and programming groups dedicated to mutual assistance and the furtherance of education, entertainment, and good-will through radio.

Article III--MEMBERSHIP

Any broadcasting and programming group operated by or for the students of a college and sanctioned by the administration which it serves, shall be eligible for Membership in the Intercollegiate Broadcasting System.

1. Any such group in the process of organization, or with facilities under construction, shall, upon proper application, be granted Trial Status at the discretion of the Station Relations Manager.
2. Any eligible group shall, upon proper application, be granted Membership by a two-thirds vote of the Governing Council upon recommendation by the Executive Board that it fulfills all membership requirements and is operating under all applicable codes.
3. Any group not eligible for Membership, whose purpose coincides in whole or in part with that of the Intercollegiate Broadcasting System, shall, upon proper application, be granted Affiliate Status by a two-thirds vote of the Governing Council.
4. All Members and Affiliates shall abide by applicable codes governing General, Business, Technical, and Program operation, adopted by the Governing Council.
5. Upon sufficient evidence that any Member or Affiliate has violated any applicable codes or other requirements, that group may be removed from Membership or Affiliation by a two-thirds vote of the Governing Council, their Council representative not voting.

Article IV--GOVERNING COUNCIL

All authority within the Intercollegiate Broadcasting System, shall reside in and derive from each Member broadcasting and programming group, through their representatives, to be known collectively as the Governing Council.

1. The Governing Council shall consist of one representative chosen by each Member group to serve a term to be determined by that group, but not less than one-half year, nor more than one-and-one-half years.
2. The Governing Council shall meet once within the months of May, October, and December of each year, and at other times set by a one-thirds vote of the Governing Council.
3. Each Governing Council representative shall have one vote.
4. The Governing Council Chairman shall be a representative and shall be elected to serve for one meeting.
5. A quorum in meeting shall consist of two-thirds of the representatives, and through the mails of ballots returned by two-thirds of the representatives within twenty days of receipt. All questions before the Governing Council shall be decided by the majority unless elsewhere restricted.
6. Any representative may place new business before the Governing Council through the mails and receive a vote within thirty days..
7. The duties of the Governing Council shall be:
 - a). To legislate upon all matters before the Corporation.
 - b). To finance the Corporation through equitable assessment of its members.
 - c). To carry out such other duties as are set forth in the Constitution or shall hereafter be decided by the Governing Council.

Article V--EXECUTIVE BOARD

The Executive Board shall transact all business as directed by the Governing Council and shall propose matters of policy to be subject to the approval of the Governing Council.

1. The Executive Board shall consist of the Chairman, and the Managers of the following Departments: Technical, Business, Program, Station Relations, and such other Departments as shall be established by a two-thirds vote of all the representatives.
2. The members of the Executive Board shall be elected by the Governing Council at each December meeting to serve a term of one year.
3. At each meeting of the Governing Council, the Executive Board shall present to the Governing Council a complete report of its activities for the preceding period, and a prospectus of all activities and expenditures for the following period.

Article VI--DIRECTORS OF THE CORPORATION

1. The Directors of the Corporation shall be:
 - a). Three members of the Executive Board, elected by the Governing Council to serve a term of one year;
 - b). Nine persons, not undergraduates in any college nor members of the Executive Board, elected by the Governing Council to serve a term of three years, three to be elected each year.
2. The Directors of the Corporation shall meet annually in the month of December for the purpose of electing officers, and at such other times as they deem necessary to fulfill the duties listed below.
3. The Directors of the Corporation shall:
 - a). Receive, hold, and disburse all real and personal estate as the Executive Board shall request at the discretion of the Governing Council;
 - b). Retain the seal of the Corporation and affix it to all instruments of the Corporation in the name of, and by the authority of the Governing Council;
 - c). Supervise the audit of all books of account and report annually on the state of the treasury to the Governing Council in meeting;
 - d). Advise the Executive Board or the Governing Council upon any matter that the latter shall direct.

Article VII--CORPORATE OFFICERS

The officers of the Corporation shall be the President, Vice-President, Secretary, and Treasurer.

1. These corporate officers shall be elected by and from the Directors of the Corporation to serve a one-year term.
2. The duties of the Corporate officers shall be as follows:
 - a). The President shall fix the time and place of meetings of the Corporation and shall preside at such meetings;
 - b). In the absence of the President, the Vice-President shall assume his duties;
 - c). The Secretary shall have custody of the Seal and shall keep minutes of all meetings;
 - d). The Treasurer shall have custody of all corporate monies, securities, and properties..

Article VIII--AMENDMENTS AND BY-LAWS

1. Amendments to the Constitution shall be adopted by a three-quarters vote of the Governing Council, after at least one month has elapsed since their original proposal.

2. By-laws to the Constitution shall be adopted by a majority vote of the Governing Council.

a). Each by-law shall automatically lapse after a period of three years, unless re-affirmed by the Governing Council.

Article IX--ADOPTION

This Constitution shall be adopted by a three-quarters vote of the Board of Governors of the Intercollegiate Broadcasting System; it shall be binding, together with all by-laws and applicable codes hereafter attached, upon every Member and Affiliate; and it shall supersede the Constitution of the Intercollegiate Broadcasting System, (adopted December 26, 1940) as amended, and all previous documents.

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PROPOSED BY-LAWS TO THE IBS CONSTITUTION

COMMITTEES OF THE GOVERNING COUNCIL:

1. The Governing Council shall elect five representatives to serve as a Rules Committee for a term of one year. The Committee shall appoint its own Chairman. The duties of the Rules Committee shall be to consider and recommend the order of business to be conducted by the Governing Council within the provisions of the Constitution and these By-Laws; to decide questions of procedure in meetings when requested by the Chairman or when the Chairman's decision shall be challenged; to consider and recommend on the constitutionality of proposals and actions; and to appoint the temporary Chairman of all meetings of the Governing Council.
2. The Governing Council shall elect five representatives to serve as a Membership Committee for a term of one year. The Committee shall appoint its own Chairman. The duties of the Membership Committee shall be to investigate and recommend all actions to admit to Membership or Affiliation and all actions to suspend or remove from Membership or Affiliation. The Membership Committee shall meet within 15 days of the receipt of a formal notification by the Executive Board that such action is pending.
3. The Governing Council shall elect five representatives to serve as a Stations Committee for a term of one year. The Committee shall appoint its own Chairman. The duties of the Stations Committee shall be to recommend all Codes and other regulations affecting the operation of Member stations; to consider and recommend on all questions arising from the operation of the stations individually, whether reported by the station, by other stations, or by the Station Relations Manager.

CONDUCT OF MEETINGS OF THE GOVERNING COUNCIL

1. The temporary Chairman shall be a representative appointed by the Rules Committee who shall bring the meeting to order.
2. It shall be first in order to elect a permanent Chairman by a standing majority vote, nominations having been accepted from the floor.
3. The permanent Chairman presiding, the clerk shall call the roll.
4. Challenges on the seating of representatives shall then be in order.
5. The presence of a quorum having been established, the clerk shall read the minutes of the previous meeting and of all business conducted subsequently through the mails.
6. It shall then be in order to discuss, amend, and adopt the minutes.
7. The Chairman shall then call for a report by the Rules Committee on important business before the Council.
8. After discussion from the floor, the order of business shall be decided, provided however that the following order be maintained:
 - (a) Action to admit to Membership or Affiliate Status or to suspend or remove from Membership or Affiliate Status, upon the recommendation of the Membership Committee;
 - (b) Reports, in order, by the Chairman of the Executive Board, the Business Manager, the Station Relations Manager, the Program Manager, and the Technical Manager;
 - (c) Discussion and business germane to these reports;
 - (d) Reports by standing committees;
 - (e) Other business as recommended by the Rules Committee;
 - (f) Amendments, By-Laws, and other legislation;
 - (g) Elections;
 - (h) New business introduced from the floor.
9. Upon a motion from the floor, it shall be in order to adjourn.

10. Attendance and Speakers

- I. The Governing Council shall not bar admittance to its meetings, upon good behavior, of the following:
 - (a) members and former members of the staffs of IBS Members and Affiliates;
 - (b) members of the Executive Board;
 - (c) representatives of the national advertising agency, appointed by the IBS;
 - (d) representatives of the public or collegiate press and radio.
- II. Persons other than representatives duly seated shall be recognized on the floor if yielded to by a representative, or if questioned by a representative, except representatives of press and radio.
- III. Any speaker not presenting a formal report shall yield if requested after five minutes, or to a point of order of information.

A CONDUCT OF GOVERNING COUNCIL BUSINESS THROUGH THE MAIIS:

Any representative shall have the privilege of introducing business through the mails in the following manner:

- (1) The motion shall be in writing and shall be sent by registered mail to the Station Relations Manager. It shall become a motion upon receipt.
- (2) Within 72 hours of receipt, the Station Relations Manager shall send by registered mail the motion so made to all representatives, together with a proper discussion form, and a return envelope.
- (3) Ten days from the receipt by the Station Relations Manager of the motion, all discussion forms duly returned and not exceeding 100 words shall be reproduced and distributed to all representatives, together with a ballot and return envelope.
- (4) All ballots received by the Station Relations Manager within 30 days of the receipt of the motion shall be opened in the presence of a member of the Rules Committee and counted.
- (5) The result shall be communicated to all representatives within 48 hours.
- (6) The Rules Committee shall reject and declare void the ballot of any representative whose group has sought to influence the opinion of any other group by other than the means provided herein.

MISCELLANEOUS BY-LAWS

1. All member stations of the Intercollegiate Broadcasting System at the time of the Adoption of the new Constitution, proposed October, 1945, shall have their membership qualifications reviewed by the Executive Board, and recommendation shall be made to the Governing Council for renewal of membership, or "delayed renewal" (which will not include suspension of contracts) until the codes and other required qualifications are fulfilled.

IBS member stations shall be given this special consideration for no longer than one year following the adoption of this Constitution; after that time they will revert to Trial Status.

2. Groups with Trial Status must submit quarterly reports to the Station Relations Manager on forms provided for that purpose.

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PROPOSED PROGRAM CODE

A station shall be responsible for all material broadcast over its facilities. A person responsible directly to the management of the station shall be in authority over every program.

Controversial Public Issues:

It is the duty of college stations to provide time for the discussion of important public issues. The discussion shall be presented fairly, with equal representation of all sides, and without favoring any one opinion.

News:

News shall be presented with fairness and accuracy, and the station shall satisfy itself of the reliability of its news sources. News shall not be presented in a biased manner, nor shall it be selected for the purpose of furthering or hindering either side of a public issue.

Editorializing and statement of opinion on the news shall be clearly differentiated from news reporting.

Race and Religion:

Stations shall not broadcast any material attacking any racial or religious group, or leading in any way to racial or religious discrimination.

Misrepresentation:

All forms of misrepresentation are forbidden. Rebroadcasts shall not be represented as original programs.

Profanity and Obscenity:

The Communications Act of 1934 provides: "No person within the jurisdiction of the United States shall utter any obscene, indecent, or profane language by means of radio communication." Violation of this law is a Federal offense.

Stations are required to take effective action to prevent the use of any language of doubtful propriety over their facilities, and shall take disciplinary action against any individual thus endangering the station.

Call Letters:

No station shall broadcast the call letters of another station over its facilities. (The use of call letters in a dramatic programs may be allowed, but should be avoided if possible.)

Distress Signals:

"No person within the jurisdiction of the United States shall knowingly utter or transmit, or cause to be uttered or transmitted, any false or fraudulent signal of distress or communication relating thereto." (Communications Act of 1934, Section 325.)

Political Candidates:

If a station permits a candidate for public office to use the station for broadcasting campaign material, it shall provide equal opportunity to all other legally qualified candidates. However, the station is under no obligation to permit the use of its facilities by anyone.

Sponsored Programs:

All sponsored programs shall be presented as such, and the name of the sponsor given at the time the program is broadcast, as provided in section 317 of the Communications Act of 1934.

Length of Commercial Copy:

The length of commercial copy on all programs shall be limited to the following:

5 minute programs	1 minute 45 seconds
10 minute programs	2 minutes
15 minute programs	2 minutes 30 seconds
25 minute programs	2 minutes 45 seconds
30 minute programs	3 minutes
60 minute programs	6 minutes

Exception to the above shall be made in the case of "musical-clock" programs and similar programs consisting of a number of short musical selections and advertisements for two or more sponsors. During such programs, musical selections shall not be interrupted for a commercial; no more than one commercial shall be read between each selection.

Programs over one hour in length shall be limited to six minutes per hour of commercial copy.

Control over other programs:

No commercial commitment of a station shall affect any program other than the one sponsored. No contract granting or implying any right of control or censorship over programs other than the one sponsored, shall be acceptable.

Block schedule:

Within ten days after the beginning of each semester, each station shall submit to IBS in New York a copy of its block schedule, listing the days and hours of regular operation, and the days and hours of each regularly scheduled program. The block

schedule will also show the hours, if any, which are reserved for single programs.

Each station shall notify IBS within one week of any change in the block schedule or departure from it which affects more than one single broadcast.

Program Log:

Each station shall keep a program log listing the date, time, place of origin, and title of each program, to be signed by the person in authority who is present when the program is being broadcast. The type of program shall also be indicated--for example: music, drama, variety, news, etc., and whether the program is recorded or live, and whether sustaining or commercial, and the sponsor's name.

It is recommended that a full production report be kept, listing each item on the program, the title of each musical selection, and the staff participating in the program.

File Copy of Script:

A complete copy of the script of every program shall be retained. As an accurate record of what was broadcast, it must include all corrections and changes. This need not apply to ad lib announcements.

Retention of records:

The program log and the file copies of scripts shall be retained for a period of two years from the date of broadcast, and must be made available to IBS on request. Permanent retention of these records is recommended.

Station Identification:

Station identification and location shall follow every program, at least once every hour.

The recommended procedure is as follows: Each program shall end thirty seconds before the beginning of the following program. The closing words of each program shall be "This is the Intercollegiate Broadcasting System" (which phrase is called the system cue). Immediately following the system cue, the station identification shall be made, followed by spot announcements (if any). In case of station identification in the body of the program, there shall be a break of fifteen seconds following the system cue.

(The above recommended procedure must be followed on IBS network programs.)

Recorded Programs:

Recorded programs shall be identified as recorded at the beginning and end of each such program. This applies to programs which are partly recorded. (However, recorded music used in dramatic productions need not be announced as such.)

Compliance with other authorities:

Stations are responsible for seeing that all commercial material complies with the provisions of the Federal Trade Commission, and other applicable authorities.

Stations shall obey all provisions of the copyright law. This provides that no copyrighted literary or musical material may be used without permission of the copyright owner. (It is a violation of copyright, as well as Section 325 of the Communications Act, for a station to rebroadcast a program from another station or to transmit it over lines, without full permission of the station originating the program.)

Libel and slander are legal offenses, and are forbidden.

10/17/45

Old PROPOSED BUSINESS CODE by I.B.S.

1. The Member's national advertising representative shall be appointed by the Governing Council of the Intercollegiate Broadcasting System. The station agrees to contract no national advertising through any other representative.

2. The Member agrees not to contract the following types of local or national advertising unless specifically approved by the college administration:

- a. Any advertising statement which the station knows to be false, deceptive, or grossly exaggerated.
- b. Misleading statements of price or value, or misleading comparisons thereof.
- c. Unfair attacks upon competitors, competing products, or upon other industries, professions, or institutions.
- d. Any spirituous or "hard" liquor.
- e. Any remedy or other product the sale of which or the method of sale of which constitutes a violation of the law.
- f. Any horse racing or gambling enterprise.
- g. Patent medicines.

3. No advertising will be acceptable which attempts to directly influence the listener on political or social issues.

4. In news programs, the advertiser or his agent may not exercise any control over the news broadcast. Any contract which includes such a provision will be unacceptable. There shall be a distinct separation between news and commercial copy, and no copy tending to disguise a commercial as news will be acceptable.

5. The Member will inform the national advertising representative of the Intercollegiate Broadcasting System of any change in a scheduled commercial program at least one day in advance.

6. The books of the member station shall be audited once a year by a Certified Public Accountant or by the college administration. The station will make the auditor's report available to the Business Manager of IBS, or his representative, on request. All information will be held in strict confidence.

10/23/45

~~6/12~~ SOME SUGGESTIONS FOR A GENERAL CODE

1. Every Member shall assume full responsibility for its acts and the acts of individuals associated with it or under its direction.
2. Every Member shall offer to all students of the institution which it serves who are equally qualified in effort, attitude, and ability, equal opportunity to join and participate in its activities.
3. No Member shall distribute profit, pay dividends, or otherwise compensate persons associated with it or under its direction, except in the payment of reasonable salaries or commissions for services rendered, or in the payment of loans with legitimate interest.
4. Every Member shall have and adhere to a constitution registered with the Intercollegiate Broadcasting System and setting forth its objects, organization, and policies, or shall reduce to writing such objects, organization, and policies as it may have and register the same with the Intercollegiate Broadcasting System, Incorporated.
5. All changes in the objects, organization, or policies of any Member shall be registered in writing with the Intercollegiate Broadcasting System, Incorporated, no more than 21 days after they become effective.